



STATE OF CALIFORNIA  
OFFICE OF REAL ESTATE APPRAISERS

Rec'd	OREA USE ONLY	Type Remit
App Rev	State Reg	<input type="checkbox"/> CC
Lic Iss	Fed Reg	<input type="checkbox"/> MO
Ct Iss	Late Pen Lic	<input type="checkbox"/> PO
	Late Pen Ct	

**UPGRADE APPLICATION**

*Read All Directions on the Reverse Side Prior to Completing This Application*

**PART A**

<b>1. Current License Level</b>			
<input type="checkbox"/> Provisional License	<input type="checkbox"/> Trainee License	<input type="checkbox"/> Residential License	<input type="checkbox"/> Certified Residential
<b>2. Level of Upgraded Application</b>			
<input type="checkbox"/> Trainee License	<input type="checkbox"/> Residential License	<input type="checkbox"/> Certified Residential	<input type="checkbox"/> Certified General
<b>3. Current License Number</b>			
License Number		Expiration Date	
<b>4. Name as it Appears on License</b>			
Last		First	Middle
<b>5. Business Name and Address of Record (Do not list a P.O. Box, Rural Route or Star Route)</b> <input type="checkbox"/> Check if Change			
Name of Business		Street and Suite Number	
City	County	State	Zip Code
<b>6. Mailing Address</b> <input type="checkbox"/> Check if Change			
Number, Street and Suite Number			
City	County	State	Zip Code
<b>7. Physical Home Address (Do not list a P.O. Box, Rural Route or Star Route)</b> <input type="checkbox"/> Check if Change			
Number, Street and Suite Number			
City	County	State	Zip Code
<b>8. Business Telephone Number</b>		<b>9. Home Telephone Number</b>	
( )		( )	

I, \_\_\_\_\_ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_ at \_\_\_\_\_ (city or county) \_\_\_\_\_ (state).

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

CE Complete	Y	N	Comments:	FOR OREA USE ONLY	Lic Renewed	By	Date
Orig Sig	Y	F/L					
Address Change	Y	N					
Ext	Y	N					

## **PART B-APPLICANT BACKGROUND INFORMATION**

### **INSTRUCTIONS**

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY WRITING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH.
- FAILURE TO ANSWER ALL QUESTIONS OR FAILURE TO ANSWER ANY QUESTION TRUTHFULLY MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.
- PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.

1. Have you ever used or been known by any name other than, or in addition to, the name listed on the reverse side of this application? If yes, list all such other names.

Applicant's answer \_\_\_\_\_

2. Have you resided outside the State of California at any time during the past 5 years? If yes, list all addresses at which you resided outside of California during this period.

Applicant's answer \_\_\_\_\_

3. Have you ever been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less.

To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint and judgement showing the final disposition (sentence) of the case.

NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code Section 1203.4 does not relieve you of the requirement to disclose any conviction when applying for a license issued by the Office of Real Estate Appraisers.

Applicant's answer \_\_\_\_\_

4. Are you now or have you ever been placed on probation or parole on terms which restricted or limited your contact or dealings with any financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity?

To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docket, judgement and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.

Applicant's answer \_\_\_\_\_

5. Have you ever been prohibited from participating in the affairs of any insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act?

Applicant's answer \_\_\_\_\_

6. Do you presently have criminal charges pending before any court of law? If so, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.

Applicants's answer \_\_\_\_\_

7. Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.

Applicant's answer \_\_\_\_\_

8. Have you ever been disciplined or had a penalty imposed by any governmental agency, including OREA, with respect to your activities as a licensee of that agency? Attach a copy of the police report(s) and/or investigating agency records.

Applicant's answer \_\_\_\_\_

**READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM**

- Do not write in the shaded areas.

**FEES**

- Type or print clearly in blue or black ink.

**Upgrade to Certified Levels**

- Photocopies of completed forms are not acceptable.

Application Review                      \$200

Examination                                \$100

- All fees must be paid by cashier's check, certified check, money order or government purchase order.

Total Initial Upgrade Fees                \$300

**Upgrade to Residential License**

- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.

Application Review                      \$ 200

Federal Registry (per year)                \$ 25\*

- Out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).

Federal Registry State Processing        \$ 25

Child Support Review Fee                \$ 10

Total    \$ 260

- Sign and date this form prior to submittal.

- If you have any questions, please write to the address listed below or call (916) 322-2500.

\* The Federal Registry fee for Trainee License holders upgrading to a Residential License is \$25 per year or part thereof for the remaining term of the Trainee License, plus a \$25 state processing fee.

- Mail completed applications, fees and required documents to:

**OFFICE OF REAL ESTATE APPRAISERS**

**1225 R Street**

**Sacramento, CA 95814-5812**

***INSTRUCTIONS-PART A***

**1. CURRENT LICENSE LEVEL--**The level of the license your currently hold.

**2. LEVEL OF UPGRADE APPLICATION--**Mark the level for which you wish to upgrade your application.

**3. CURRENT LICENSE NUMBER--**The license number and expiration date of your current license.

**4. NAME AS IT APPEARS ON LICENSE--**Your name as it appears on your current license.

**5. BUSINESS NAME AND ADDRESS OF RECORD--**The name of your business or your employer name. The business address of record is mandatory information. Do not list a P.O. Box Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is not available your physical residence address may be provided. Please Note: The information provided is public record. If this is a change of address, mark the appropriate box.

**6. MAILING ADDRESS OF RECORD--**Your mailing address. If this is a change of address, mark the appropriate box. Information provided is public record.

**7. PHYSICAL HOME ADDRESS--**The physical location of your home address. Do not list a P.O. Box Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).

**8. BUSINESS TELEPHONE NUMBER--**Your business telephone number. Information provided is public record.

**9. HOME TELEPHONE NUMBER--**Your home telephone number.